

**Golf Commission Meeting  
January 24, 2011  
Minutes**

**Members Present:** Ron Dray, Chairman; Owen Evans, Vice-Chairman; Terri Deal; Jim Steidlmayer; Jonathan Turk

**Members Absent:** George Furkiotis; Dave Galla; Tony Guzzi, Tony Johnson

Ron Dray, Chairman, called the meeting to order at 7:30 PM.

**Review and approval of the Minutes:**

Review and approval of the Minutes of December 20, 2010...A motion was made by Mr. Steidlmayer seconded by Mr. Evans to approve the minutes as is. Motion carried unanimously.

Review and approval of the Minutes of the Special Meeting held on January 2, 2011...A motion was made by Mr. Turk seconded by Mr. Evans to approve the minutes with the change on page 2 to the last motion. Due to an addition error the total dollar amount of the Golf Course Commission approved budget should be "\$1,953,274". Motion carried unanimously.

**Audience Participation:**

- Mr. Jeff Penkoff of the Men's Club presented a request for their 2011 schedule.

Mr. Evans made a motion; seconded by Mr. Steidlmayer to approve the Tashua Knolls Men's Club requests for the 2010 season as follows:

1. May 21 – One Day Member/Member – shotgun start 7:30 AM
2. June 19 – One Day Stableford Tournament – block times
3. June 24, 25, 26 – Member/Member – Friday Par 3, Saturday tee times, Sunday 7:30 shotgun
4. July 30, 31 & August 6, 7 – Club Championship – block times
5. August 13 & 14 – Two Day Member/Guest – Saturday tee times, Sunday shotgun
6. September 18 & 25 – Ryder Cup – block times

Motion carried unanimously.

**Director of Golf Course Properties Report (Hidalgo Nagashima):**

**Labor:**

- Director of Operations – Golf Course Properties (Hidalgo Nagashima); Mechanic (Rich Plaveck); Four full-time greensmen (Jeff Cook, Jerry Cook, Chris Gallant, Craig Romano)

**Maintenance Department Follow-up:**

- Tree removal has started. The maintenance department removed trees on #9 and #10 Glen and #1 and #2 on the Knolls.
- All outside work has ceased due to the snow cover and extremely cold temperatures. Staff is working on greens and tee mower rebuilds and winter maintenance.
- The gasket and heating element have been removed from the malfunctioning water heater at the clubhouse. New parts have been ordered.
- Mr. Nagashima will be attending the GCSAA Conference and Show on February 7 – 11 in Orlando, FL. He will be attending the course “Golf Course Staffing Operations: Hiring, Training, Organizing, Managing and Planning.
- Should the snow on the course melt and the conditions warrant it, turf blankets and snow fences will be installed.
- Mr. Steidlmyer requested that the fire hydrants around the building be dug out.

**Green Committee (Owen Evans):**

- Mr. Evans reported that due to the cold and snow, work has been halted on the Green Committee winter project list. Mr. Evans asked that a path be dug out to the cart barn to allow access in the event of an emergency.

**Head Professional Report (Jon Janik):**

- None

**General Manager Report (Bobby Brown):**

- None

**House Committee (Tony Johnson):**

- Mrs. Christine Plumeau reported that there has been some minor ice dam damage to the ceiling tiles in the Ladies Room at the clubhouse.

## Finance (Dave Galla):

### Monthly revenue for December Munis

*Munis reporting mid month December figures*

<u>2010</u>	<u>2009</u>	<u>Change</u>
\$10,731.25*	\$16,559.00	-35%

### 2010 December MTD Revenue

Course closure December 13, 2010 with poor weather and limited play through December

- Total income
  - \$12,343.00 (2010) vs. \$13,416.00 (2009)
- Knolls rounds
  - 173 rounds for \$4,788.00 (2010)
  - 240 rounds for \$7,657.00 (2009)
- Glen Rounds
  - 36 rounds for \$716.00 (2010)
  - 39 rounds for \$697.00 (2009)
- Cart Usage
  - 125 cart rounds (2010) vs. 196 cart rounds (2009)

### 2010 Annual Revenue

<u>2010</u>	<u>2009</u>	<u>Change</u>
\$2,060,470.03*	\$2,024,859.63	+2%

### Expenses

- \$945,650 of total 2010-2011 utilized through December 15, 2010

### Budget

- Budgetary items approved at Year end meetings with all changes finalized by the golf commission.

\*income and expenses reflecting mid-month report from Munis system

### Correspondence:

- None

### Old Business:

A motion was made by Mr. Evans, seconded by Mr. Steidlmayer to correct the addition error made in the 2011/2012 budget approval to the corrected amount of \$1,953,274. Motion carried unanimously.

## **New Business:**

- Mrs. Plumeau reported that she has received updated Records Retention Guidelines from the State of Connecticut. There are numerous guidelines and she has not time to go through all of them, but did report that:
  - The golf course is not in compliance with the guidelines.
  - The State of Connecticut allows for any documents with a retention rate of less than 10 years to be in electronic format, but it does not recognize them as legal documents.
  - If documents are held in electronic format, off-site back-up storage must be in place.
  - In order to comply with the requirements, the golf course will have to determine a storage place to hold the additional paper documents.
- Mrs. Plumeau will review the documents further and report at the next Commission meeting.
- The Commission discussed the situation regarding the plowing and sanding of Tashua Knolls Lane. Even though Tashua Knolls Lane is a town road, it is not a priority for the town to plow which results in a dangerous situation for employees trying to get to work. The Commission authorized the use of outside services to plow if the situation cannot be handled sufficiently by golf course and/or highway department. Furthermore the Commission approved the purchase of a sander to be installed on the back of the pickup truck to be used by golf course employees to sand the hill and circle. The cost of the sander is approximately \$1,600 and funding will come from the maintenance account.
- Tournament rates for the 2011 season were discussed. Mrs. Plumeau reported that inquiries into tournaments this season have been unusually high, with several large tournaments requesting dates. As of this date, rates have not been approved which makes it very difficult to try to sell the dates. The Commission approved offering the 2010 dates to organizations who respond prior to the March meeting where the 2011 rates will be approved. In addition tournament policy in general will be discussed at the March meeting.
- Mr. Evans informed the Commission that he will be asking Mr. Dan Dobas and Mr. Joe Palsi of the Ernie Kaulbach trust if there are any plans for succession in the trust. Furthermore, both Mr. Ponzio and Mr. Evans will investigate the existence of the actual trust document.

## **Executive Session:**

- Mr. Dray asked that Mr. Nagashima and Mr. John Ponzio, Town Treasurer, attend the Executive Session.

Mr. Dray made a motion at 8:40 PM, seconded by Mr. Evans, to move into Executive Session to discuss a contractual matter. Motion carried unanimously.

A motion to exit Executive session was made by Mr. Turk at 9:20 PM and seconded by Mr. Steidlmayer. Motion carried unanimously.

A motion was made by Mr. Turk and seconded by Mr. Steidlmayer to explore ideas to achieve labor efficiencies. Motion carried unanimously.

A motion was made by Mr. Evans at 9:27 PM, seconded by Mr. Turk to adjourn. Motion carried unanimously.

Respectfully submitted,

Christine A. Plumeau  
Golf Course Commission Clerk